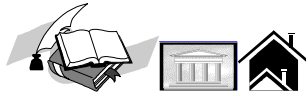


# CITY OF MARIETTA



## DEVELOPMENT / CONSTRUCTION / CODE ENFORCEMENT REFERENCE GUIDE

Development / Construction activities and Code Enforcement requirements are regulated by the listed City government officials. It is the applicant's responsibility to contact and confirm code compliance with all applicable officials prior to commencing construction or development activities.

**Note: Compliance with one code/regulation is not considered compliance with all other code/regulations. Failure to confirm code compliance, obtain proper permits prior to initiating development plans may lead to expensive and unnecessary delays to the applicant.**

### **Example:**

Persons considering locating a new business or existing business in an existing structure should obtain and confirm zoning requirements, minimum parking standards, fire safety and building code regulations, health department requirements, and business license regulations. A building permit must be obtained when the occupancy type of a structure is altered (such as residential to commercial.)

**The following City of Marietta Officials should be contacted in the early planning stages to determine applicable development / construction standards and code requirements.**

- 1) **Building Inspection Department - 770-794-5659**
  - Residential and Commercial Building, Electrical, Mechanical, Plumbing, and Grading Plan Reviews, Permits, and Inspections.
- 2) **Fire Department - 770-794-5466**
  - Fire Safety, Life Safety, sprinkler plans, and Handicapped Access Plan Reviews and Inspections.
- 3) **Planning and Zoning Department - 770-794-5440**
  - Development Standards (Building Setbacks, Minimum Lot Sizes, Use Restrictions, Landscaping requirements, and Parking Requirements)
  - Sign Permits
  - Rezoning and Variance Requests
- 4) **Water & Sewer Department - 770-794-5222 or 770-794-5227**
  - All water and sewer service fees and System Development (SDF) fees must be paid at the same time for application processing and scheduling. If you have any questions regarding this procedure for water and sewer services, please call Kim Brown at (770) 794-5227.
  - Water & Sewer Applications
  - Cost Estimates
  - System Development Fee Calculations
- 5) **Business Licenses Department - 770-794-5522**
  - Occupational Licenses
- 6) **Cobb County Health Department - 770-435-7815**
  - Septic Tank Permits
  - Commercial Swimming Pool Permits
  - Personal Care Home Permits
  - Hotel/Motels Permits
  - Food Service Permits
- 7.) **Erosion & Sediment Control**
  - Once a site plan is approved, all Erosion Sediment Control measures, according to approved erosion plan, must be in place and inspected by the Utility Inspector, 770-794-5653. If Erosion Sediment Control is approved, a Grading/Land Disturbing permit will be issued to Grading Contractors when the site plans are stamped approved.

## **PERMITTING (BUILDING)/ After Approval of Site Plans:**

Submit five (5) sets of Building/ Structural plans designed under the Standard Building Code, Georgia Fire Codes, and City of Marietta Construction codes. These plans will be required for Review and retained by the following departments as noted below:

- 1 set - reviewed by Commercial Bldg. Inspector - (770) 794-5657
- 2 sets - reviewed by the Marietta Fire Dept.- (770) 794-5466
- 1 set - reviewed by Water & Sewer Department - (770) 794-5222 or (770) 794-5227
- 1 set - to the Cobb County Tax Assessor's Office, distributed by the City of Marietta, Public Works Dept.

If Construction is over \$100,000 or if the major occupancy is assembly, multi-family, Educational, Industrial, or the Building / Structure is three stories high or more, or the building / structure is 5,000 S.F. or more in area, or the construction falls under State of Georgia Fire Safety Rule, then the plans must be stamped by a Georgia Registered Engineer or Architect.

All Restaurants, Food Catering Businesses or Food serving facilities must obtain Approval from the Cobb County Health Department before a Building Permit will be issued, (770) 435-7815. Please submit plans to the following address: Cobb County Health Department Office of Environmental Safety, 3830 South Cobb Drive Suite 102, Marietta, GA 30080.

## **CODES: (City & State)**

Following are the current codes Enforced by the City of Marietta.

- **Standard Building Code**, 2000 Edition with Georgia Amendments
- **Standard Fire Prevention Code**, 2000 Edition with Georgia Amendments
- **Standard Plumbing Code**, 2000 Edition with Georgia Amendments
- **Standard Mechanical Code**, 2000 Edition with Georgia Amendments
- **Standard Gas Code**, 2000 Edition with Georgia Amendments
- **Model Energy Code**, 2000 Edition with Georgia Amendments
- **CABO Code**, 2000 Edition with Georgia Amendments
- **City of Marietta Comprehensive Development Code**
- **Life Safety Code**, 1997 Edition
- **National Electric Code**, 2002 Edition
- **National Swimming Pool Code**, 1991 Edition
- **Georgia State Handicap Accessibility Code**, 120-3-20 (1998)

## **CERTIFICATE OF OCCUPANCY (CO)**

When all appropriate final inspections are completed, outstanding re-inspection fees paid, and required Vegetative and Erosion measures addressed, a Certificate of Occupancy (CO) will be issued. \*Must have power on for Electrical final, and water on for Plumbing final. Call twenty-four hours (24 hrs.) in advance for CO pickup. The CO can be obtained and signed for at the Public Works Department, 2<sup>nd</sup> Floor, City Hall, 205 Lawrence Street, Marietta, GA. 30060. **Note: No space will be allowed to be occupied until a CO is issued.**

## **NEW ONE AND TWO FAMILY DWELLINGS**

ALL NEW ONE AND TWO FAMILY DWELLINGS BUILT CLOSER THAN 20 FEET FROM ANOTHER STRUCTURE OR CLOSER THAN 10 FEET TO THE PROPERTY LINE MUST BE SPRINKLERED WITH AN APPROVED SYSTEM. JUNE 1, 1997 CODE.

## **LOT SURVEY (ONE AND TWO FAMILY)**

RESIDENTIAL BUILDING PERMIT APPLICATIONS SUBMITTED FOR APPROVAL MUST INCLUDE A LOT SURVEY WITH A PROPOSED BUILDING FOOTPRINT AND SQUARE FOOTAGE. THIS SURVEY MUST INCLUDE ALL SETBACK LINES, EASEMENTS, FLOODPLAIN LIMITS, AND OTHER NECESSARY INFORMATION AVAILABLE.

## **DESIGN**

ROOF LIVE LOAD= 20 P.S.F.

WIND LOADING= 80 M.P.H.

## **FLOOD PLAIN**

ALL BUILDINGS IN FLOOD PLAIN SHALL HAVE A SURVEYORS LETTER SHOWING LOWEST FLOOR LEVEL IS 1 (ONE) FOOT ABOVE FLOOD PLAIN BEFORE FRAMING COMMENCES.

## **BUILDERS AND CONTRACTORS**

NO ON SITE BURNING OF TRASH OR OTHER MATERIALS ALLOWED IN THE CITY OF MARIETTA. ORDINANCE ENFORCED BY THE MARIETTA FIRE DEPARTMENT. CALL 770-794-5466 WITH ANY QUESTIONS YOU HAVE REGARDING BURNING ON SITE.

## **WATER SERVICES**

CITY OF MARIETTA WILL INSTALL BACKFLOW DEVICES FOR ALL NEW COMMERCIAL AND NEW RESIDENTIAL METER INSTALLATIONS. WATER SERVICES REQUIRE THERMAL EXPANSION FOR ANY NEW COMMERCIAL, NEW RESIDENTIAL, AND RETROFITS OF EXISTING SYSTEMS. ALSO NEW CONSTRUCTION AS WELL AS ANY RENNOVATIONS.

## **EROSION CONTROL**

ALL REQUIRED EROSION CONTROL MEASURES SHALL BE IN PLACE AT ALL TIMES AND A 24-HOUR CONTACT TO REPAIR EROSION PROBLEMS WILL BE ON CALL. NO C.O. UNLESS SITE IS 100% STABILIZED.

## **GRADING PERMITS**

A GRADING PERMIT WILL BE REQUIRED ON ALL RESIDENTIAL AND COMMERCIAL PROJECTS THAT INCLUDE ANY LAND DISTURBING ACTIVITIES.

## **UNDERGROUND UTILITIES**

ALL NEW UTILITY SERVICES MUST BE PLACED UNDERGROUND PER CITY OF MARIETTA ORDINANCE NO. 6422.

## **NOTICE TO BUILDERS AND CONTRACTORS**

**City of Marietta Building Department Inspectors are qualified inspectors as defined by state law.**

**Mandatory Inspections:** (including but not limited to the following)

1. Footings and/or foundations: Must be passed before pouring concrete (shall have 2 runs of #4 re-bar minimum residential footings).
2. Sewer: Must be passed before sewer line is covered.
3. Under Slab Rough: (Applicable only when electrical, plumbing, heating, or air conditioning items are placed under or inside poured concrete.) Must be passed before pouring concrete.
4. Electrical Rough: Must be passed before any floor insulation or sheetrock can be installed over wiring or other electrical devices.
5. Plumbing Rough: Must be passed before any floor insulation or sheetrock can be installed over plumbing items. (Must pass air or water test.)
6. Heating, Ventilation and Air Conditioning Rough: Must be passed before ducts can be covered with insulation and/or sheetrock (no paper around any vent pipe.)
7. Gas line shall pass pressure test before lines can be covered.
8. Prefab Fireplace Rough: Must be passed before closing front openings around fireplace.
9. Framing: Must have all trade inspections passed and all form material removed from around structure before calling for framing inspection. (Framing inspection must pass before any wall covering or insulation.)
10. Electrical Final: Must be passed before electricity can be turned on.
11. Plumbing and Heating Finals: Shall be passed before any gas can be turned on. Gas inspection must also be passed.
12. Plumbing Final: Must be passed before final building inspection.
13. Building Final: Must be passed before issuing a Certificate of Occupancy, then building can be occupied.
14. Permit card must be posted and accessible at all times.
15. Decks shall require footing, framing, and attachment inspection.
16. All sites Residential and Commercial shall have 100% permanent vegetation or no C.O.
17. Garage Separation: The garage shall be separated from the residence and its attic area by a minimum ½ " gypsum board applied to garage side. A basement garage area shall also be separated with ½ " gypsum board applied to garage and floor ceiling area. A 20 minute door is required between garage and residence.

Be advised, this inspection schedule will be enforced. Any work done in advance of the above schedule which inhibits these inspections from being conducted, **MAY BE ORDERED REMOVED!** No letters, indemnity agreements or other substitutes can be accepted. Please observe these requirements. It is your responsibility. If you allow someone to move into the building **before** a final building inspection is performed, they could be ordered to **vacate**.

Inspection Scheduling Telephone Numbers: **HAVE PERMIT NUMBER READY!**

Res. Bldg. Inspector: (770) 794-5652      Comm. Bldg. Inspector: (770) 794-5657

Heating Inspector      (770) 794-5656      Plumbing Inspector:      (770) 794-5654

Electrical Inspector:      (770) 794-5647

Call in the inspection between 7:30a.m.- 8:30p.m., 1:00p.m.- 1:30p.m., 4:00p.m.- 4:30p.m. Work not ready will be charged a re- inspection fee. \$25.00 first re- inspection, \$50.00 second re- inspection, \$75.00 for third re- inspection, \$100.00 for fourth re-inspection of the same item.